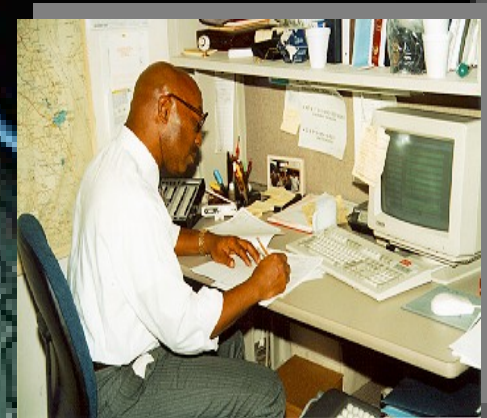


Mission, Vision, Values, Functions, Guiding Principles Make Up Our Corporate Core.





CPAC SUPPORTING MISSION

**Provide Commanders and Managers
the Advisory Assistance And Services
Necessary to Obtain, Compensate, Develop,
Utilize, and Retain An Effective Workforce of
Highly Qualified Civilians Needed to Meet the**



CPAC VISION

Technically Competent, Confident, High Performance Team of Human Resource Professionals That Is Strategic in Its Approach, Committed to Providing Products and Services That Are Attentive to the Needs of Customers, Responsive to Their Request, Timely In Their Delivery, Courteous When Direct Dealings Are Necessitated, and At the Highest Quality.

The Team Understands:

* **People** Are Our Business.
Our Constant

* **Quality Service** Is Our Pride

* **Effective Partnership** Is Our
Meet The

Delivery Mechanism
Ultimate Goal.

* **Exceeding Customer Expectations**

More Simply Put, "Civilian Human Resource Professionals
Army's Best is Partnering in Service to Help Leaders Meet the Mission
Is Our Aim.

* **Adding Value** Is
Focus.

* **Helping Leaders**

Mission Is Our

* **Becoming The**

Our Continuing

The Army and JRTC and Fort Polk Values Apply to the Total Installation and Help Define Our Character. While We Adopt Them All, We Highlight the Following Because They Are Intrinsically Linked to Our Vision.



CPAC VALUES

- **Competence**

- **Commitment**
- **Teamwork**

- **Respect/Dignity**

- **Pride**



CPAC GUIDING PRINCIPLES

- **We Do the Right Thing, the Right Way, for the Right Reasons, in a Timely Manner. That Is, We Do What We Know to Do Without Being Told and What We Say We Are Going to Do, When We Say We Are Going to Do It, and Do It Right the First Time.**
- **The Processing of Command Actions, Pay Actions, PERSACTIONS, and Labor Management Employee Relations Actions Will Receive the Highest of Priorities.**
- **All of Our Work Will Be in Compliance With Applicable Laws, Rules, and Regulations, And Will Be Autographed With Quality.**
- **We Will Work Together As a Team.**
- **We Will Carry Our Fair Share of the Load.**

FUNCTIONS

- Serves As the Commander's Representative on All Matters R
Civilian Personnel Management.
- Advises On, Develop, and Sustain Programs and Services De
Acquire, Maintain and Organize a Competent, Motivated, and
Workforce Paid From Appropriated Funds.
- Develops and Administers a Comprehensive Civilian Personnel
Program As Prescribed by Statute and Regulation for Emplo
Non-Appropriated Funds.
- **LABOR RELATIONS** (e.g., General Labor Relations Advice and
Advice and Assistance on Contract Negotiations, Third Party
Partnership Agreements and Efforts, Changes in Working Co
Impact and Implementation Bargaining).
- **MANAGEMENT EMPLOYEE RELATIONS** (e.g., advice and as
on performance management, awards, discipline, hours of d
administration, and wellness programs).

FUNCTIONS

continued

- **BENEFITS and ENTITLEMENTS ADMINISTRATION** (e.g., Advice and Assistance on Pay, Retirement, Death Claims; FECA Administration; Investigation; and for Outside the United States Only, Foreign Benefits and Entitlements).
- **TRAINING** (e.g., Advice and Assistance on Tools and Sources for Training The Workforce; Providing New Employee Orientation and Assistance; Personnel Systems Training to Supervisors).
- **WORKFORCE PLANNING** (e.g., Advice and Assistance on Recruitment Strategies, Selection Process, Reduction-In-Force, Base Realignment And Closure, Efficiency Studies, Outplacement Assistance Programs, and Position Management).
- **COMMUNICATIONS** (e.g., Advice and Assistance From Explaining Bulletins And Emails).

CPOCs/CPACs

RELATIONSHIPS AND FUNCTIONS

CPAC

Reports to Commander

- **General Advice and Assistance**
- **Labor Management Negotiations**
- **Disciplinary Actions**
- **Employee Benefits**
- **Recruitment Strategies**
- **Position Management**

CPOC

Reports to ASA (M&RA)

- **Classify Positions**
- **Process Personnel Actions**
- **Maintain Official Personnel Files**
- **Rate/Rank/Application**
- **Administer Training**
- **Manage Automated Database**

**To return to the
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Thank You**

